



# Thrift Savings Plan BULLETIN

for Agency TSP Representatives

**Subject:** Revision of Form TSP-19, Transfer of Information Between Agencies

**Date:** March 30, 2001

The Federal Retirement Thrift Investment Board (Board) has revised Form TSP-19, Transfer of Information Between Agencies, to eliminate the contribution allocation information and to include the new TSP status codes.<sup>1</sup> This form, dated May 2001, will supersede all prior versions of Form TSP-19 **on May 1, 2001, when the current Thrift Savings Plan (TSP) record keeping system is modified.** A copy of this form, which agencies must reproduce locally or download from the TSP Web site ([www.tsp.gov](http://www.tsp.gov)), is attached to this bulletin.

This bulletin also explains the requirement to transfer TSP enrollment and loan information between agencies and contains instructions for completing Form TSP-19.

*(Continued on next page)*

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<sup>1</sup> As explained in TSP Bulletin 01-2, Processing Agency Submissions in the Modified Current Record Keeping System, dated January 10, 2001, participants must make contribution allocations directly with the TSP record keeper beginning May 1, 2001. As explained in TSP Bulletin 01-4, Participation in the Thrift Savings Plan, dated February 2, 2001, employees appointed or reappointed to FERS or CSRS positions on or after July 1, 2001, may make TSP contribution elections immediately upon appointment.

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**Inquiries:** Questions concerning this bulletin should be directed to the Federal Retirement Thrift Investment Board at **202-942-1460**.

**Chapter:** This bulletin may be filed in Chapter 3, Eligibility, or Chapter 6, Establishing and Maintaining Accounts.

**Supersedes:** Upon implementation of the modified current record keeping system, this bulletin supersedes TSP Bulletin 96-34, Transferring Thrift Savings Plan Loan Information and Revision of Form TSP-19, Transfer of Information Between Agencies, dated November 6, 1996.

## **I. Purpose of Form TSP-19**

As explained in TSP Bulletin 01-4, when FERS or CSRS employees transfer to FERS or CSRS positions in other Federal agencies or when these employees change payroll offices, their TSP participation must continue without interruption.<sup>2</sup> In addition, if these employees have TSP loans, their loan repayments must continue.

Consequently, when an employee who is participating in the TSP transfers or changes payroll offices, the gaining payroll office must establish the employee's account in its payroll system, submit an Employee Data Record (06-Record) to the TSP, and determine and report the employee's contributions to the TSP. In addition, if the employee has a TSP loan(s), the gaining payroll office must continue to deduct and report loan payments.

To allow gaining payroll offices to take these actions, the gaining personnel offices must obtain the relevant TSP information from the losing personnel offices; Form TSP-19 was developed for this purpose.

## **II. Completing Form TSP-19**

A. Section A (Employee Information) identifies the employee and includes the employee's name, Social Security number, date of birth, and the effective date of the transfer.

B. Section B (Enrollment and Loan Information to Be Transferred) identifies the TSP information that the gaining agency must obtain.

1. Items 5 and 6

If the employee is contributing, complete item 5 or 6, indicating the percentage of basic pay or whole dollar amount the employee has elected to contribute each pay period. If the employee is not contributing, leave these items blank.

2. Item 7

Check this box if the employee is covered by FERS and has never made a TSP contribution election and is not yet eligible to receive agency contributions. Also, complete item 12 to indicate the date the employee will become eligible to receive agency contributions.

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<sup>2</sup> FERS refers to the Federal Employees' Retirement System, the Foreign Service Pension System, and other equivalent Government retirement plans. CSRS refers to the Civil Service Retirement System, including CSRS Offset, the Foreign Service Retirement and Disability System, and other equivalent Government retirement plans.

3. Items 8 and 9

If the employee is covered by FERS, complete these items. See TSP Bulletin 97-30, dated August 19, 1997, for more information on the TSP vesting requirement and the TSP service computation date.

4. Items 10 and 11

Complete these items as appropriate. See TSP Bulletin 01-4 for more information on TSP status codes and TSP status dates.

5. Item 12

If the employee's TSP status code is "W" or "S" or if the box in item 7 is checked, indicate the date the employee will become eligible for agency contributions. Should the employee's transfer occur during the open season in which he or she will become eligible for agency contributions, the gaining agency will then have the information to begin agency contributions on time.

6. Item 13

If the employee's TSP status code is "T" or "S", and the employee is not yet eligible to resume employee contributions, indicate the date the employee will become eligible to resume his or her contributions.

- a. If an employee had terminated his or her contributions outside an open season, the employee cannot resume contributions until the second open season after the effective date of the termination.
- b. If an employee had received a financial hardship in-service withdrawal, the employee cannot resume contributions for a six-month period beginning on the forty-sixth day after the date of the disbursement. If the employee had also voluntarily terminated contributions, he or she cannot resume contributions until the expiration of the non-contribution period or the appropriate open season, whichever is later.<sup>3</sup>

7. Item 14

Check the appropriate box to indicate whether or not the employee has a TSP loan.

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<sup>3</sup> See TSP Bulletin 98-26, Thrift Savings Plan In-Service Withdrawals, dated August 12, 1998, for more information about this non-contribution period and for determining new eligibility dates.

8. Items 15, 16, and 19

Complete these items if the employee has a TSP loan. Item 19 identifies the losing agency's pay cycle. (Most Federal employees are paid on a biweekly basis.)

If the pay cycles are different (e.g., the losing agency's pay cycle is bi-weekly and the gaining agency's is monthly), the employee must reamortize the loan, as explained in the TSP Loan Booklet. If the employee reamortizes the loan, the TSP record keeper will inform the gaining payroll office of the new payment amount.

9. Items 17 and 18

If the employee has a second TSP loan, complete these items.

- C. Section C (Identification of Losing Agency) contains information about the losing agency which the gaining agency may need if it has questions about any of the information relayed by the losing agency.
- D. Section D (Certification by Gaining Agency) is to certify that the gaining agency contacted the losing agency and the information on the form accurately reflects the data provided.

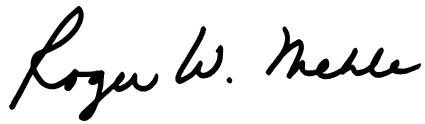
### **III. Disposition of Form TSP-19**

The gaining personnel office should forward Form TSP-19 to the gaining payroll office and provide a copy of the form to the employee. Another copy of the form may be filed in the employee's Official Personnel Folder (OPF) when the OPF is received. The form should be removed from the OPF when the employee files a new TSP Election Form.

### **IV. Verifying Accuracy of Form TSP-19**

The gaining personnel office should verify the enrollment information it obtained from the losing agency when it receives the employee's OPF. If erroneous information was transferred, the gaining agency must take corrective action.

The gaining agency may verify the loan information it obtained from the losing agency by calling the TSP record keeper at (504) 255-5110. It may also obtain the TSP Loan Payment Allotment Form (TSP-22) by calling this number.

A handwritten signature in black ink that reads "Roger W. Mehle". The signature is written in a cursive, flowing style.

ROGER W. MEHLE  
Executive Director

Attachment: Form TSP-19, Transfer of Information Between Agencies



# THRIFT SAVINGS PLAN

## TRANSFER OF INFORMATION BETWEEN AGENCIES

**TSP-19**

Gaining agencies must use this form to obtain the Thrift Savings Plan (TSP) account information of employees who transfer from other Federal agencies or who change payroll offices. Gaining agencies must obtain the relevant TSP information whether or not the employee is contributing to the TSP. Provide a copy of the completed form to the employee and forward the original to the gaining agency payroll office. A copy may also be filed in the employee's Official Personnel Folder. For more information, refer to Bulletin 01-12.

### Section A Employee Information

1. Name \_\_\_\_\_  
(Last) (First) (Middle)
2. Social Security No. \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ 3. Date of Birth \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
(mm / dd / yyyy) 4. Effective Date of Transfer \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
(mm / dd / yyyy)

### Section B Enrollment and Loan Information to Be Transferred

#### Enrollment Information

Enter the employee's contribution election using **either** Item 5 (a whole percentage of basic pay per pay period) **or** Item 6 (a whole dollar amount per pay period).

5. \_\_\_\_\_ .0% **OR** 6. \$ \_\_\_\_\_ .00 7. ☐ Check if noncontributing FERS employee and is not eligible for agency contributions
8. TSP Service Computation Date (FERS only) \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
(mm / dd / yyyy) 9. TSP Vesting Code \_\_\_\_\_
10. TSP Status Code (Enter the appropriate code): \_\_\_\_\_ 11. TSP Status Date \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
(mm / dd / yyyy)
- W** = FERS contributing but not eligible for agency contributions  
**E** = FERS eligible for agency contributions but not contributing  
**Y** = contributing and, if FERS, eligible for agency contributions  
**T** = stopped contributions and, if FERS, eligible for agency contributions  
**S** = FERS stopped contributing but not yet eligible for agency contributions

12. If TSP Status Code is **W** or **S** or if **Item 7** is checked, indicate date employee will become eligible for **agency** contributions. \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
(mm / dd / yyyy)

13. If TSP Status Code is **T** or **S** and employee is not yet eligible to resume employee contributions, indicate date **employee** contributions may be resumed. \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
(mm / dd / yyyy)

#### Loan Information

14. Does employee have a TSP loan? (Check one.) ☐ Yes (Complete Items 15 through 18.) ☐ No (Skip to Item 19.)
- First Loan** 15. Account Number: \_\_\_\_\_ 16. Payment Amount \$ \_\_\_\_\_
- Second Loan** 17. Account Number: \_\_\_\_\_ 18. Payment Amount \$ \_\_\_\_\_
19. Pay cycle is (check one): ☐ Biweekly ☐ Monthly ☐ Semi-Monthly ☐ Weekly

### Section C Identification of Losing Agency

20. Agency Name and Location \_\_\_\_\_
21. Payroll Office \_\_\_\_\_  
(8-digit Identifying Number)
22. Name of Contact Person \_\_\_\_\_ 23. Telephone (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_  
(Area Code and Number)

### Section D Certification by Gaining Agency

24. Payroll Office \_\_\_\_\_  
(8-digit Identifying Number)
25. \_\_\_\_\_ 26. Date Signed \_\_\_\_\_  
Signature of Authorized Certifying Official
27. Remarks \_\_\_\_\_  
(Continue on back, if necessary.)

**Reproduce Locally**

Form TSP-19 (Revised 5/2001)  
**PREVIOUS EDITIONS OBSOLETE**